

# CAL/EPA POLICY MEMORANDUM

SUBJECT:

CROSS-BDO FACILITIES DATABASE MAINTENANCE AND  
ENVIRONMENTAL DATA EXCHANGE STEERING  
COMMITTEE

REFERENCES:

Pubic Resources Code sections 71050--71068 [standard electronic format]  
Health and Safety Code section 25404(e) [data standards]  
Secretary of Cal/EPA Enforcement Initiative Memo of November 30, 2004

NUMBER:

E-07-02

DATE ISSUED:

November 1, 2007

EXPIRES:

UNTIL RESCINDED

CATEGORY:

**ENFORCEMENT**  
**INFORMATION MANAGEMENT**

Cal/EPA has made it a high priority to improve data sharing among its Boards, Departments, and Offices (BDOs). This policy establishes the Environmental Data Exchange Steering Committee and delineates the focus of updated enhancements to the cross-BDO Facilities Database.

In 2005, the Cal/EPA Environmental Data Exchange Team (EDET) created the first Cal/EPA cross-BDO database of regulated facilities and entities of "environmental interest." This database currently provides the means to search facilities/entities by name or location when that information has been collected by one or more BDOs. The information it provides includes: which BDO(s) regulates the facility; GIS mapping capabilities; links to facilities profile pages; and detailed BDO specific data.

This resource tool has been identified as a primary business need for environmental enforcement within Cal/EPA. A concerted and focused effort to improve the quality and consistency of our shared information is a priority and the monitoring and QA/QC of that information is mandatory. Our inspectors and enforcement investigators expect quality information that can be relied upon. We are capable of providing such information and, in the future, we plan to provide this information using real-time access. Program staff are encouraged to use the cross-BDO Facilities Database.

In order to continue to improve shared information concerning regulated facilities and entities, I am establishing the Environmental Data Exchange Steering Committee. This steering committee will develop and implement a plan for improvements to the Facilities Database to assist state-wide inspection and enforcement of environmental laws. It will develop common practices to normalize data to allow easier sharing and integration as well as consistency in analysis. The committee will develop business rules and practices for what to do with out-of-date or incomplete records, and identify what information should be kept confidential.

Further, BDO leadership shall commit appropriate program and IT personnel to participate in the cross-BDO Environmental Data Exchange Steering committee. This committee will work closely with the Data Standards Steering Committee.

\_\_\_\_\_/s/

Linda S. Adams

Secretary for Environmental Protection

Attachment: Environmental Data Exchange Steering Committee Charter

**CAL/EPA ENFORCEMENT INITIATIVE  
ENVIRONMENTAL DATA EXCHANGE STEERING COMMITTEE  
CHARTER**

November 1, 2007

**NAME:** Environmental Data Exchange Steering Committee.

**SPONSOR:** Matt Bogoshian, Deputy Secretary for Law Enforcement and Counsel

**SPONSOR'S DESIGNEE:** Don A. Johnson, Assistant Secretary

**MEMBERSHIP:** Appropriate BDO database "owners" and database administrators; and representative(s) of the Data Standards Steering Committee.

**MISSION:** To implement data standards and business rules across BDO facilities databases to ensure consistency of data and ease of cross-organizational exchange.

**BACKGROUND:** In July 2000, Cal/EPA embarked on a path of fundamental change in its strategic approach to environmental regulation in California. The Agency's *Strategic Vision*, commonly referred to as Cal/EPA's Vision 2000, declared that new approaches must be added to the traditional "command and control" regulatory methods that have served California so well in the past. Cal/EPA Secretary Winston H. Hickox, in his introduction of the *Vision* declared that:

*"In part, we will be judged by what we knew about the impacts of pollution, what steps we took to learn more, and what we did with the information. Two tenets underlie this strategic vision for the opening years of the 21st century:*

*-The need for improved cross-media coordination in addressing environmental challenges, and*

*-The requirement that we never lose our focus on measurable environmental results."*

Without accurate, timely and structured information across media boundaries, neither of the tenets above can be achieved. Improved information sharing will facilitate cross-media understanding of the impacts of pollution, the development of strategies and actions to prevent or mitigate those impacts, and measure whether those strategies and actions achieve the desired results.

In general, information exchange will:

- Enhance compatibility between state and U.S. EPA facility identification and location data.

- Expand public access to environmental performance information, including information about U.S. EPA and state regulatory activities.
- Improve the ability of regulators to perform facility specific research.

## **GOALS:**

### Project Plan:

Develop and execute a plan to:

- Establish data standards for the consolidated database in compliance with Cal/EPA's data dictionary.
- Determine which facilities and entities should be in the consolidated database.
- Develop and implement a strategy to make the consolidated database more useful to regulators.

## **OBJECTIVES:**

1. Establish a current inventory of facilities (regulated or of environmental interest) in Cal/EPA systems (all BDOs).
2. Establish a California-specific facility identification system.
3. Establish, maintain, and enhance facility data exchange specifications and exchange processes.
4. Ensure minimum/core data fields are included and kept up to date.
  - Address Data Entry errors and other data QA/QC.
  - Ensure Standardized addresses and address washing.
  - Include federal Facility Registry System (FRS) numbers.
  - Ensure consistent naming wherever possible.
  - Add new datasets to the combined database as appropriate.
5. Ensure any new records established in each database meet the minimum data and information and locator information: Latitude and longitude, street address city, county, and zip code requirements set forth in established business practices.
6. Provide a mechanism that allows each source database to mark or flag general record and/or sub-level data that can be "turned off or excluded" for that record or facility in the consolidated database.
7. Work with the Data Specification Steering Committee to ensure that data dictionary requirements are met.
8. Recommend additional data enhancements as determined.

## **GOVERNANCE:**

### Steering Committee Authority:

1. Consult with program staff and management as necessary to contribute to the progress of the team.
2. Make recommendations to the Secretary within the scope of this project that would change existing BDO-specific processes.
3. Consult with the Data Specifications Steering Committee on matters related to the Cal/EPA data dictionary.

## **COMMITTEE COMMITMENTS:**

### Sponsor's Designee:

- Meet with steering committee as necessary to provide policy direction.
- Meet with steering committee for progress updates.
- Review/approve implementation plan and deliverables.
- Communicate relevant information regularly with steering committee.
- Assist with resolving differences between Cal/EPA and BDOs on steering committee products, or when BDO resources dedicated to work on this enforcement initiative conflict with BDO priorities.
- Review and approve plans and subsequent deliverables.
- Report progress of steering committee to the sponsor.
- Advise sponsor as necessary for approval of committee recommendations.

### Committee Members:

- Actively participate in steering committee meetings.
- Work on specific parts of deliverables.
- Review and comment on all draft documents.
- Meet agreed upon deadlines.
- Identify and communicate BDO-specific barriers to team progress.
- Work cooperatively with steering committee members, giving and receiving feedback as necessary to support the goals of the steering committee.
- Dedicate the time necessary to ensure the success of this project.
- Keep their supervisors informed about team assignments and commitments.
- Strive for consensus.

**PROJECT DURATION:** Until discontinued by the Secretary.

\_\_\_\_\_/s/  
Linda S. Adams  
Secretary for Environmental Protection

Attachments: Appendix A – Workgroup Estimate of Effort

## Appendix A

### Workgroup Estimate of Effort

#### Assumptions:

- This table estimates a first-year level of work. Level of effort for subsequent years are not included.
- The .37 PY is per BDO.
- Hours will vary depending on the number of databases involved.

Activity	# Hours	New/Existing	PY
Management			
Cross-BDO Meetings	50	New	
Establish Business Rules for Db	50	Existing	
Agree on Data Standards (Title 27)	50	Existing	
Oversee Database Enhancements	100	Existing	
(new data fields i.e., permits...)			
Staff			
Data Cleanup	160	Existing	
Data Enhancements	40	New	
Database Maintenance	40	Existing	
Add/QC Geo-coordinates	160	New	
Monthly Updates to EDET	12	New	
Total	662		.37
Total (New work)	222		.12